

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

30 June 1968

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Central Intelligence Agency

3. BUREAU OR SERVICE

4. REPORT COVERS

☒ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

Washington, D. C. 20505

6. OVER-ALL PROGRAM STATUS

OBJECTIVES				CHECK ONE	
				COMPLETE (1)	INCOMPLETE (2)
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS				<input checked="" type="checkbox"/>	
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED				<input checked="" type="checkbox"/>	
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED				<input checked="" type="checkbox"/>	
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT				<input checked="" type="checkbox"/>	
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED					<input checked="" type="checkbox"/>
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS		COMPLETE NO. <input checked="" type="checkbox"/>	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT PERCENT 95%	
9. MAJOR LOCATION(S) OF PROTECTED RECORDS				(YES OR NO)	
UNITS OF ORIGIN	ADDRESSES		SPACE PROTECTED	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY	RECORDS IN USABLE FORM
Classified Information			Yes	Yes	Yes

10. PROGRAM REVIEWED

☒ a. ANNUALLY ☐ b. SEMI-ANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

Due to recent scientific and technologic advances the media of depositing some vital records has been changed from paper copy to magnetic tapes. However, the excessive costs of computer equipment has prohibited this Agency from procuring and maintaining duplicate machinery at relocation.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

The matter of funding the purchase and installation of proper technical equipment at relocation is under study.

13.

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100270005-8

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

a.

RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)

b.

Classified Information

(All Agency offices having responsibility for selecting emergency operating records report that they are current and complete in their coverage).

Paper, microfilm,
punch cards, tapes,
etc.

14.

REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME AND TITLE (Please print)

25X1A9a

CIA Records Administration Officer

ORGANIZATIONAL UNIT

Central Intelligence Agency

TELEPHONE NO. (Or code) AND EXT.

351-2468

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART II - RIGHTS AND INTERESTS RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

30 June 1968

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Central Intelligence Agency

3. BUREAU OR SERVICE

4. REPORT COVERS

☒ a. TOTAL ORGANIZATION
 ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

Washington, D.C. 20505

6.

OVER-ALL PROGRAM STATUS

OBJECTIVES

CHECK ONE

COMPLETE
(1)INCOMPLETE
(2)

a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS

b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED

c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED (Not Applicable)

d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

X

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES

(YES OR NO)

UNIT OF ORIGIN

ADDRESSES

SPACE PROTECTED

RECORDS COMPLETE

Classified Information

10. PROGRAM REVIEWED

☒ a. ANNUALLY
 ☐ b. SEMI-ANNUALLY
 ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

13.

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100270005-8

DESCRIPTION OF RECORDS AND GROUPINGS
LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)
b.

Classified Information

(Offices having responsibility for preserving appropriate rights and interest records of the Agency and employees, report that they are current and complete in their coverage).

Paper, microfilm,
punch cards, tapes,
etc.

14.

REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME AND TITLE (Please print)

CIA Records Administration Officer

25X1A9a

ORGANIZATIONAL UNIT

Central Intelligence Agency

TELEPHONE NO. (Or code) AND EXT.

351-2468

GSA DC 68-1301

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